DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

NSHS BETHESDA INSTRUCTION 5200.1D

SEP 2 8 1998

From: Commanding Officer

Subj: MANAGEMENT CONTROL PROGRAM

Ref: (a) BUMEDINST 5200.13

Encl: (1) Management Control Program Flowchart

1. **Purpose**. To revise policy and guidelines for the Management Control Program (MCP), at the Naval School of Health Sciences (NSHS), Bethesda, Maryland.

2. **Cancellation**. NSHSBETHINST 5200.1C

3. **Discussion**. The MCP reduces the potential for fraud, waste, abuse, and mismanagement of Navy Medical Department resources. Reference (a) is the primary source of guidance for the MCP used at NSHS.

4. **Policy**. The Management Control Program Coordinator and Assistant Management Control Program Coordinator, assigned by the Commanding Officer (CO), assure adherence to program guidelines and report directly to the Executive Officer (XO).

5. **Definitions**

    a. Management Control Program. An organizational process ensuring the adoption of management control systems directed at safeguarding command resources.

    b. Management Control Review (MCR). A detailed examination to determine adequacy of controls and to identify and correct any weaknesses.

6. **Responsibilities**

    a. The XO has overall responsibility for management control systems within NSHS.

b.   Directors are responsible for the maintenance and reporting procedures of the MCP within their areas of responsibilities.

c.   The MCP Officer shall:

(1) Oversee the MCP.

(2) Maintain MCRs established by reference (a).

(3) Provide guidance for conducting MCR.

(4) Consolidate and forward required MCP reports.

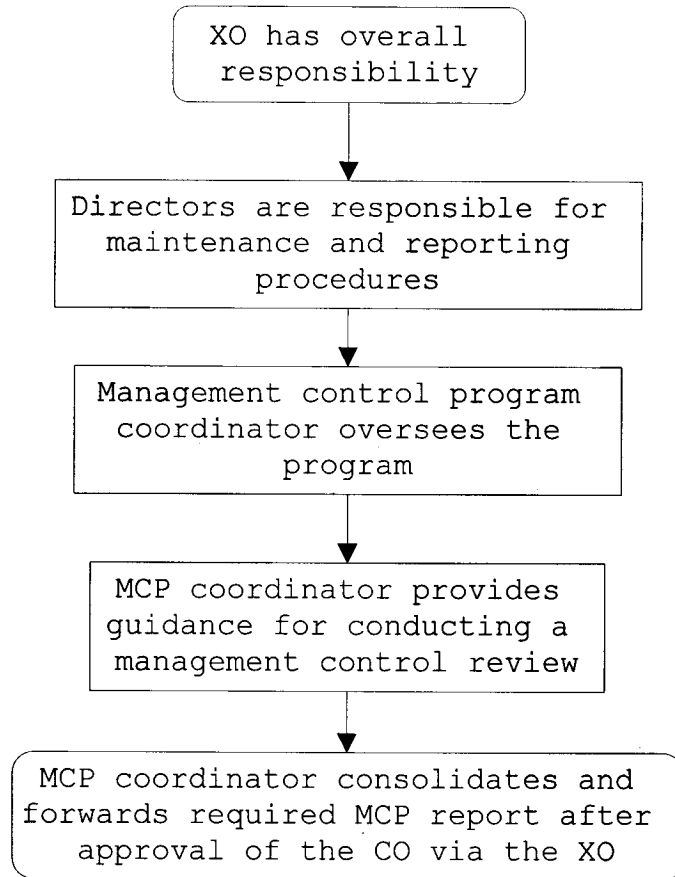7. **Action**. This policy is effective immediately.

8. **Reports**. All MCRs and reports shall be verified by the Management Control Officer or Assistant and forwarded for approval by the CO via the XO.

D. A. WYNKOOP

Distribution:
List I & III (Less NNMC)

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MANAGEMENT CONTROL PROGRAM FLOWCHART

XO has overall
responsibility

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Directors are responsible for
maintenance and reporting
procedures

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Management control program
coordinator oversees the
program

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MCP coordinator provides
guidance for conducting a
management control review

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MCP coordinator consolidates and
forwards required MCP report after
approval of the CO via the XO

Enclosure (1)